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# Clark County Regional Support Network Policy Statement

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**Policy No.:** AD06  
**Policy Title:** Consumer, Family, Advocate Education and Training Fund  
**Effective Date:** September 1, 2002

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**Policy:** The CCRSN shall promote, approve and expend within available resources a fund to underwrite the expenses of consumers, families and advocates to attend appropriate conferences and/or training in or out of Washington State. Mental health agencies and interested parties will be informed of the fund. In order to qualify for this funding, a person must be a resident of Clark County and one or more of the following: a consumer of mental health services, a family member of a consumer of mental health services or an advocate of consumers of mental health services. An eligible person may use this fund only once per fiscal year July 1 through June 30. Employees of the CCRSN and contracted provider agencies are not eligible.

**Reference:** WAC 388-865

**Procedure:**

1. All requests for scholarships must be made in writing and mailed to: Clark County RSN, P.O. Box 5000, Vancouver, WA 98666-5000. The following must be included:
  - a) Name, address, and phone number at which the individual requesting funds can be contacted;
  - b) Conference/Training Agenda (description, type and content);
  - c) Dates and location of conference/training;
  - d) The total amount requested and an itemization of all travel expenses, i.e., transportation, hotel, meals, and tuition/registration;
  - e) A brief paragraph on why the individual is requesting this particular conference/training.
2. Requests will be reviewed promptly by the CCRSN. The person requesting funding will be sent a written response to their request.
3. Disbursement will be as follows: a check or purchase order shall be made payable to the conference/training for the registration fee and hotel accommodations. Incidentals will be reimbursed per county guidelines.
4. Requests must be made at least 30 days in advance of the event to allow sufficient time to process check requests.
5. All requests shall be considered on an individual basis.

Approved By: Michael Piper

**Michael Piper, Director**  
**Clark County**  
**Department of Community Services**

Date: 8-1-07